

## **FIRE CAPTAIN**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

This is supervisory, skilled fire prevention, rescue, and fire fighting work. Employees of this class direct the operations of a shift of firefighters, fire equipment operators, and fire lieutenants assigned to a specific fire station. They are responsible for directing operations at the scene of a fire or emergency, as well as for all activities and operations of the assigned station. These include directing maintenance of station, vehicles, and equipment, maintenance of records, provision of in-service training for station personnel, providing recommendations on disciplinary matters, and all other duties attached to the efficient operation of a fire station. Employees of this class receive general instructions only and have authority to work independently in most areas. This class is under the direct supervision of and ranks directly below the District Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Takes charge of daily activities at an assigned fire station; receives briefing from captain of shift going off duty and reviews log reports of previous shift; takes roll call and gives full report to fire alarm headquarters; makes any necessary notations on annual leave, sick leave, etc. on personnel records; plans all daily activities for the station, including inspection of apparatus and equipment, grounds, and station to insure proper order and condition, and gives morning assignments on matters such as fuel inventories, maintenance inspections, etc. to the shift lieutenant and takes necessary information and reports relayed by the lieutenant.

Fills out necessary records and reports such as fuel reports, supply reports, fire incident reports, personnel reports, training reports, etc.; completes all reports necessary on fires or emergencies worked by the company.

Directs the inspection of buildings for pre-fire planning; collects information and fills out or reviews reports of such; gives instructions in fire safety to nursing homes, hospitals, schools, and other public buildings, upon request.

Makes decisions on what training areas are needed by his company and plans for in-service training of personnel in areas such as hose lays, air packs, search and rescue, etc.; either teaches such skills personally or arranges for the lieutenant or other qualified officers to do so.

Handles all personnel problems of assigned personnel, discusses grievances, handles disagreements, etc.; fills out evaluation reports and recommends necessary discipline for all personnel assigned.

Responds to all incidents assigned to him.

At the scene of an emergency, views situation (size of fire, type of building, etc.) and makes a decision as to the best method of handling the fire or emergency; if first captain at the scene, takes control of all operations including the supervision of any other companies which may respond until relieved by a superior officer; supervises and coordinates all fire fighting and rescue operations, issuing orders and offering instruction or assistance when needed; supervises salvage and overhaul operations and contacts owners of buildings when necessary; makes initial determination of cause of fire and contacts arson squad if necessary.

Performs minor clerical work.

Performs other class related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before the application closing date.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After conditional offer of promotion, but prior to beginning work in this class, must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of Fire Lieutenant for a period of at least six months immediately preceding the examination.

Must have sixty (60) hours of approved instruction of which eight (8) hours must be in supervisory management and fifteen (15) hours in strategy and tactics. Six (6) semester hours toward a degree in fire science may be substituted for all the 60 hours above.

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